Position Title: Senior Analyst, Data and Performance Measurement
FLSA Status: Exempt
Last Updated: February 2020
Reports To: Director, Data and Performance Measurement

STATEMENT OF PURPOSE

Under the direction of the Director, Data and Performance Measurement, the Sr. Analyst, Data and Performance Measurement will be responsible for identifying and deploying advanced analytics utilizing the Wendy’s Wonderful Kids Child Trends database to measure and document the work of the Foundation. The Senior Analyst will execute the Foundation’s internal data analytics and reporting efforts for the Wendy’s Wonderful Kids program, helping the Foundation to more effectively document its reach, services and impact while facilitating efforts to use the data as a management tool. Most importantly, the Senior Analyst will support the Foundation’s opportunities to enhance positive outcomes for the children we serve.

ESSENTIAL FUNCTIONS

1. Design and produce routine data reports
2. Design and create performance dashboards and data visualizations for the Foundation, including monthly, quarterly and annual Wendy’s Wonderful Kids reports
3. Work to analyze demographics, program census and utilization, outcomes and other program data
4. Assist in the enabling of the systematic utilization of site data for performance monitoring and management
5. Partner with the Director, Data and Performance Measurement to document the Foundation’s reach and impact
6. Support the Foundation’s Development team with content and data for fundraising proposals
7. Collaborate with the Foundation’s various teams to extract data from the systems and platforms used to generate routine reports on a range of Key Performance Indicators
8. Collaborate on the production and dissemination of publications, presentations and research resources
9. Keep abreast of news and research coming out of child welfare community as well as on best practices in data management and analysis and program performance

10. Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position requires someone who has attention to detail, enthusiasm and can work quickly in a quickly evolving environment. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE AND SKILLS

- Knowledge and skill in data management, data analysis, development of statistical data reports, and data visualization
- High-level qualitative research and data analysis skills
- Exceptional Excel and Power Point skills required
- Strong analytic, problem-solving and critical thinking skills
- Exceptional organizational skills and attention to details
- Self-starter with ability to succeed independently and as a part of a team
- Exceptional communicator, in both written and verbal form
- Demonstrated experience effectively functioning with the operations of a dynamic office and its infrastructure
- An ability to work in diverse teams and with leadership; personal qualities of integrity, credibility, empathy and commitment to the mission
- Flexible and able to multi-task and prioritize, then reprioritize
- Can work in a fast-moving environment, while also driving toward clarity and solutions
- Demonstrated resourcefulness in setting priorities and goal-based activities

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities

EDUCATION and/or EXPERIENCE

Five plus years of experience in program evaluation management and data analysis. Bachelor’s Degree in Computer Science, Economics, Analytics, Statistics, Mathematics or a related field
Experience with operational excellence required

Experience with SAS or SPSS or other statistical software preferred

Advanced to expert experience with Microsoft Office, especially Microsoft Excel

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

**TRAVEL**

Rarely, travel may be required